

Court Clerk II

15th Judicial District Court

Ann Arbor, Michigan

The 15th Judicial District Court, located in Ann Arbor, Michigan, seeks qualified applicants for the position of Court Clerk II to be assigned to the Civil Division, Case Management Office. This is a full-time permanent non-exempt position reporting to the Lead Clerk of the Civil Division.

Although this position is open in the Civil Division, all Court staff are eligible for reassignment within the Court at the discretion of the Chief Judge.

Typical working hours for position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST. Occasional opportunities may be available for overtime work or flex-time at the discretion of the Lead Clerk of the Civil Division.

The duties of this position are:

1. Performs an intermediate level of clerical work of some complexity and variety under limited supervision;
2. Assists members of the public with civil questions and filings; also assists with the resolution of problems and non-routine questions;
3. Performs other tasks requiring independent judgment and decision-making based on a well-developed knowledge of court procedures, policies, and Michigan court rules;
4. Responds to inquiries at the service counter or by telephone regarding civil cases;
5. Opens court cases, including assigning case numbers. Prepares file folders, registers of action, and confirms service of process; reviews forms to insure correct information and advises parties of errors or omissions; sets dates for court appearances according to established procedures; receives funds paid to court and issues receipts for same; operates and balances cash drawer; opens and distributes court mail.
6. May function as the court's jury clerk: Duties include preparing and mailing summons, receiving, responding to and processing correspondence regarding juror's terms of service, conducts juror orientation, maintains attendance records, orders payment of jury fees and completes
7. Updates all required case information into the JIS computer system.
8. Operates equipment such as: typewriter, PC, fax machine, cash register, printers and copiers;
9. Transports, carries, and moves files to and from various locations within the Court and files same in various filing systems including multi-shelf high-density file storage systems;
10. Other relevant duties as assigned by the judges, court administrator or clerk supervisors.

The successful applicant must:

1. Be at least 21 years of age;
2. Possess a valid State of Michigan Vehicle Operator's License;
3. Have no felony or misdemeanor offense convictions;
4. Pass a criminal background check, physical examination and drug test;
5. Hold a high school diploma or GED;
6. Be able to work independently and to set priorities to meet deadlines;
7. Be able to work well in a team environment;
8. Possess good organizational, filing, verbal and writing skills;
9. Be computer literate, including the ability to use Microsoft Office Suite;

10. Possess the ability to use sound judgment within established procedural guidelines;
11. Be capable of performing the work related in this posting.

In addition, the following characteristics are highly preferred:

1. Prior clerical experience in justice system operations or a related field;
2. Prior experience with the State of Michigan Judicial Information Systems (JIS) court management system.

Compensation & Benefits: This position is a full-time non-exempt permanent position. The compensation range, depending on experience and qualifications, is \$14.33 per hour to \$20.06 per hour.

In addition to other benefits, health care benefits including dental insurance and vision care insurance are provided at no cost to the employee for single, double or family coverage after a 90-day waiting period. Enhanced health care benefits are also available after a 90-day waiting period and require a monthly employee premium co-payment for single, double or family enhanced benefit coverage.

The City of Ann Arbor also offers subsidized monthly parking at City parking lots. The total monthly parking cost is \$125.00, of which \$68.75 is subsidized by the City.

Interested persons are invited to send an email expressing interest with an attached resume to Nancy Broxholm, Civil Division Supervisor, at nabroxholm@a2gov.org not later than 5:00 PM EST on Friday, February 29, 2008.

Persons determined to be eligible for this position by the 15th Judicial District Court may be required to provide their date of birth, Social Security number and other personal identification information for background check and Law Enforcement Information Network access purposes. ***Do not include your date of birth, Social Security number or other personal identification information (other than contact information) in your letter of interest or resume.***